

**CONSOLIDATED FIRE AGENCIES OF THE GREATER INLAND EMPIRE
MANUAL OF ADMINISTRATIVE COMMITTEE POLICIES**

POLICY: 3.011
TITLE: Expense Reimbursement
ADOPTED: [6.22.2021]
REVISED: []

Scope

This policy applies to all CONFIRE employees and to all members of the Administrative Committee. It is intended to result in no personal gain or loss to an employee or Director.

Implementation

When CONFIRE employees or Directors have incurred out-of-pocket expenses for item(s) or service(s) appropriately related to CONFIRE business, they shall submit their requests on a reimbursement form established by the Director. Included on the reimbursement form will be an explanation of the CONFIRE-related purpose for the expenditure(s). Receipts evidencing each expense shall be attached.

The Director will review and approve reimbursement requests. Requests for reimbursement filed by the Director will be reviewed and approved by the Administrative Committee Chairperson.

All expenses must be reasonable and necessary, and employees and Directors are encouraged to exercise prudence in all expenditures.

Application

1. Definition of Reimbursable Expenses

Any expense incurred while conducting approved business activities of CONFIRE. These include expenses associated with legitimate business, travel, education and conferences. All reimbursements and travel expenses must be approved by the Director, or his/her designee.

2. Per Diem Rates

- a. Lodging Actual cost of lodging at government or corporate individual rate, if available. If a host hotel is identified, the conference rate is allowed. Cost of non-business related phone calls, or other hotel services are the financial responsibility of the employee.

Per diem rates established by the U.S. General Services Administration (GSA) for the destination location will be used to determine per diem rates for meals. GSA per diem rates for lodging will be used as a reasonable guideline for selecting lodging accommodations.

- b. Other Expenses:
- Transportation
 - Air: Actual cost, coach or tourist class
 - Bus, Shuttle, Taxi, Uber, Lyft: Actual cost
 - Parking, Tolls: Actual cost
 - Personal Vehicle Use: Reimbursement rate established by the Internal Revenue Service
 - Rental Car: Actual cost, government or corporate rate if available, standard rental car definition of “mid-size” or smaller. Includes insurance and fees. Car rental is allowed when hotel to airport shuttles are not available, or if additional business travel during the trip is required. Other business expenses incurred while traveling on behalf of CONFIRE must be approved by the Director, or his/her designee.

Purchases

1. Employees with department credit cards are expected to utilize the credit card whenever applicable to reduce the amount needed to be reimbursed to the employee.
2. CONFIRE will make all attempts to provide per diem in advance of travel. On occasions where per diem is not available in advance of travel, the employee will be reimbursed at the per diem rate at time travel occurred.
3. Employees are responsible for producing all reimbursable receipts related to approved expenses immediately upon return to work once travel has concluded.